

**Information Technology Resource Management Council (ITRMC)
Meeting Minutes**

(Approved by Council August 20, 2003)

June 23, 2003

1:30 to 4:40 p.m., East Conference Room, Joe R. Williams Building
700 West State Street, Boise, Idaho

The June 23, 2003, meeting of the Information Technology Resource Management Council (ITRMC) was held in the East Conference Room of the Joe R. Williams Building, 700 West State Street, Boise, Idaho.

CALL TO ORDER, WELCOME

Pam Ahrens, Council Chairman, who welcomed members and guests present, called the meeting to order.

ATTENDANCE

Members/Designates Present:

Pam Ahrens, Department of Administration
Sen. Hal Bunderson, Idaho Senate
Col. Dan Charboneau, Idaho State Police
Rep. Lee Gagner, Id. House of Representatives
Ken Harward, Association of Idaho Cities
Keith Johnson, Office of the State Controller
Mary Elizabeth Jones, Filer, Idaho
Rep. David Langhorst, Id. House of Reps

John Peay, Idaho Supreme Court
Gary Stivers, State Board of Education
Sen. Elliot Werk, Idaho Senate
Steve Wilson, State Tax Commission
*Rich Mincer, State Board of Education
**Susan Simmons, Idaho Transportation Dept.
*Charles Wright, Department of Health and Welfare

*Designate

**Non-voting member

Absent Members:

Dr. Marilyn Howard, Department of Education
Karl Kurtz, Department of Health and Welfare
Roger Parks, JR Simplot Company

Others Present:

Steve Allison, Office of the State Controller
Eric Beck, Department of Labor
Nathan Bentley, ITRMC Staff
Carla Casper, Department of Administration
Dena Duncan, Department of Administration
Rich Elwood, ITRMC Staff
Jay Engstrom, Department of Commerce
Bill Farnsworth, ITRMC Staff
Don Fournier, ITRMC Staff
Emily Gales, ITRMC Staff
Bob Hough, Department of Labor
Matt Howarth, Motorola
Robert Hunter, Intermountain Tech. Group (ITG)
Steve Kenyon, Office of the State Controller

Al MacMillan, ITG
John McAllister, Department of Labor
Rakesh Mohan, Office, Performance Evaluations
Tony Morse, Department of Water Resources
David E. O'Neill, Boise State University
David Rich, Idaho State Police
Mark Richardson, Idaho Transportation Dept.
Lisa Robbins, Department of Commerce
Joe Roche, Department of Administration
Troy Sharp, McLeod USA
Jeff Shinn, Division of Financial Management
Rob Spofford, Department of Water Resources
Nancy Szofran, State Board of Education
Karl Tueller, Department of Commerce

MOTION: Keith Johnson moved and Representative Lee Gagner seconded a motion to approve the February 19, 2003, ITRMC Meeting Minutes, and the motion passed unanimously.

EMPLOYEE PORTAL

(Refer to website: <http://www2.state.id.us/empportal/>)

Bill Farnsworth, ITRMC Staff, presented a demonstration of the recently launched State of Idaho Employee Portal. Organized by function, the Portal was developed to provide one area for State employees to visit for access to information pertaining to their employment with the State. Involved in the collaborative effort to put the website together were the Office of the State Controller, Division of Human Resources (Office of the Governor), Public Employee Retirement System of Idaho (PERSI), Department of Administration, and ITRMC. Farnsworth recognized Cheryl Flood and Jon Eckerle of the Division of Information Technology and Communication Services (DITCS), Department of Administration, for building the site.

AGENCY EXEMPTION REQUESTS

Department of Commerce

Karl Tueller, Department of Commerce (IDOC) Deputy Director, introduced two IDOC staff members, Jay Engstrom and Lisa Robbins. Tueller went on to explain why the IDOC requested an exemption from several ITRMC information technology (IT) enterprise standards.

Discussion Items:

- Possible problems with the Department of Commerce interfacing with other State agencies due to its use of non-compliant hardware and software
- Advantages of using Macintosh products rather than Microsoft, the ITRMC standard
- Length of time the IDOC planned to continue its current IT structure
- Operating system compatibility
- Requested timeframe for exemption

Rich Elwood, Statewide IT Coordinator and ITRMC Staff, pointed out the blurring of the line between what was clearly a graphics design advantage on the part of Macintosh systems. He also mentioned that Microsoft had recently announced its discontinuance of Macintosh (Mac) support for Internet Explorer. Microsoft had recently purchased a company that built anti-virus software for both Mac and Linux, and was discontinuing support for that software, as well. Elwood again recommended the Council grant the IDOC's exemption request – with a set timeframe, no new purchase of non-confirming equipment, and review by the ITRMC at the end of the exemption period.

Discussion Items:

- Web browser compatibility (the Office of the State Controller's online applications i.e. employee pay stubs, were only supported for use with Microsoft Internet Explorer, the ITRMC standard)
- ITRMC policy and standard development, background
- Conditions of the ITRMC Staff recommendation to grant the IDOC's request for exemption
- History of Council exemptions

MOTION:

There was discussion prior to the final vote regarding the recommended two-year exemption period.

Representative Lee Gagner moved and Mary Elizabeth Jones seconded a motion to grant the Department of Commerce's request for an exemption from ITRMC IT Enterprise Standards 2100,

Operating System (O/S); 2110, Office Suite; 2120, Electronic Mail – Messaging; 2510, Network Operating System; 3100, Network Services – Internet/Intranet Web Server; 3110, Network Services – Internet/Intranet Web Browser; 3120, Network Services – Data/Network Integrity; 3210, Security – Network Intrusion Detection System; and 3220, Security – Virtual Private Network, with an expiration date of June 23, 2005, and which did not cover the acquisition of new, non-compliant hardware or software licenses other than version upgrades to software included in this request, and the motion passed unanimously.

Idaho Public Television

Peter Morrill, Idaho Public Television General (IPTV) Manager, introduced Sandra Strieff, IPTV Director of Communications. Morrill briefed the Council on IPTV's use of Macintosh computers in its graphics/communications area. He requested permission to continue to use the Macs until such time as a funding source was identified for replacement, including software.

Discussion Items:

- IT support utilized by IPTV
- Training effort required if IPTV converted to the standard operating system identified by the ITRMC
- Number of Windows-based computers vs. Macs housed at IPTV

Rich Elwood recommended the exemption be granted, with an identified timeframe.

MOTION: John Peay moved and Senator Hal Bunderson seconded a motion to grant Idaho Public Television's request for exemption from ITRMC IT Enterprise Standard 2100, Operating System (O/S), until such time funding was made available to replace its currently-owned Macintosh computers, and the motion passed unanimously.

There was some discussion regarding the status of IPTV's conversion to digital television.

ITRMC IT ENTERPRISE STANDARD 4210, PROJECTION (new)

Nathan Bentley, ITRMC Staff, presented new draft IT Enterprise Standard 4210, Projection, for approval. Per Bentley, Idaho's geographic information systems (GIS) user community was in general agreement regarding the suitability of the projection identified in the standard. He also mentioned that positive feedback was received from the Idaho Society of Professional Land Surveyors' (ISPLS) Board of Directors. In answer to a question from **Senator Hal Bunderson**, Nathan advised that establishing this standard projection was one of the first steps in achieving a statewide, coordinated, integrated GIS system.

MOTION: John Peay moved and Senator Hal Bunderson seconded a motion to adopt IT Enterprise Standard 4210, Projection, and the motion passed unanimously.

STATE INTEROPERABILITY EXECUTIVE COMMITTEE (SIEC)

Colonel Dan Charboneau, Idaho State Police and ITRMC member, provided some background information as to the request for the formation of a State Interoperability Executive Committee (SIEC).

Major Dave Rich, also of the Idaho State Police, was then introduced. Major Rich offered a recommendation as to where in State government an SIEC should reside. Based on discussions with many individuals, his proposal was that the group be ITRMC-level, report to the Governor's Office, and be created through executive order of the Governor. Per Major Rich, Major General John Kane (Military Division and Public Safety, Emergency Communication Committee Chairman) was in full agreement of the recommendations presented.

Discussion Items:

- Fate of all existing State groups dealing with the issue of radio communications if the SIEC was formed
- Effect on the ITRMC's role of telecommunications oversight if the SIEC was located in the Governor's Office
- Proposed SIEC member representation
- Implementation timeline for statewide radio interoperability
- Obstacles to implementing statewide radio interoperability
- Funding logistics (if the SIEC was established)
- The ITRMC's role in supporting the formation of an SIEC
- Proposed organizational structure of the SIEC, rationale
- Significance of establishing an SIEC

In answer to a question from State Controller **Keith Johnson**, Major Rich advised that discussions had been held with the Governor's Office, and that staff was supportive of the concept and were willing to move forward with the proposed executive order, assuming no big issues arose.

Col. Charboneau mentioned he made a presentation to the Idaho Chiefs of Police Association and the Association of Idaho Cities regarding the proposal. His staff would also reach out to the Idaho Sheriffs' Association and the Idaho Association of Counties for input.

MOTION:**Discussion items prior to final vote:**

- ITRMC authority in voting on the formation of an SIEC.
- Possible effect on the ITRMC Public Safety, Emergency Communication Committee and its subcommittees if the SIEC was formed
- Possible effect on statutes governing the ITRMC due to the formation of an SIEC
- Establishment of the SIEC by law vs. executive order

Due to the number of questions raised, Chairman Ahrens suggested action on this item be delayed until the August 20, 2003, ITRMC meeting. This, said Ahrens, would not preclude Major Rich from moving forward with the effort, but issues raised regarding indirect impact to the ITRMC should be addressed.

Representative Lee Gagner, Idaho House of Representatives, suggested that if the SIEC was formed, an annual review of its progress should be performed by the ITRMC.

Colonel Dan Charboneau moved and Ken Harward seconded a motion to recognize ITRMC support for the creation by executive order of the Governor, a State Interoperability Executive Committee (SIEC) to plan and coordinate the interoperable communications of State of Idaho public safety communities and others concerned, with annual review by the ITRMC, and the motion passed unanimously.

IDANET STEERING COMMITTEE

(Refer to handout: <http://www2.state.id.us/itrmc/council/minutes/m030623/idanet.pdf>)

Chairman Ahrens provided some background information. ITRMC Staff member **Don Fournier** reviewed the proposal for the formation of an IDANET Steering Committee.

Discussion Items:

- Possibility of leveraging private sector funding for the IDANET effort
- Expected role/participation of vendors with an IDANET Steering Committee

Susan Simmons, Idaho Transportation Department, pointed out that several agencies were working together, contributing a significant amount of human and financial resources to the IDANET effort. For continuation of this collaboration, a governing body was needed, said Simmons.

MOTION: Gary Stivers moved and Senator Hal Bunderson seconded a motion to establish the ITRMC IDANET Steering Committee, and the motion passed unanimously.

OFFICE OF PERFORMANCE EVALUATIONS UPDATE

Rakesh Mohan, Director of the Office of Performance Evaluations (OPE), addressed the Council with an appeal for input. Per Mohan, several State senators, via the OPE's Idaho Joint Legislative Oversight Committee (JLOC), had requested a study be performed to identify duplication of effort in the collection of data by State agencies. The JLOC was also asked to determine if these efforts could be streamlined and/or centralized, and if the information collected could be shared among agencies. Mohan was to prepare some background information for the JLOC to consider whether or not to perform the study.

Senator Bunderson suggested the ITRMC Staff could help Mohan compile information for the preparation of a report for the JLOC, and perhaps join him in making a presentation to the Committee.

There was some discussion regarding whether or not there was a need for the study.

Keith Johnson expressed his desire to have a consolidated data-gathering and data-reporting infrastructure for the State.

Per Chairman Ahrens, there were statutory constraints for some agencies with regard to data sharing.

DISCUSSION OF STATE OF IDAHO IT MANAGEMENT DIRECTIONS / IT STRATEGY SUMMIT

(Refer to handout: <http://www2.state.id.us/itrmc/council/minutes/m030623/directions.pdf>)

Chairman Ahrens opened this discussion by stating that the State was at its next stage in the evolution of IT governance. It was time, she said, for the Council to spend some time in strategic planning mode. An IT strategy summit – to be held this year in place of the annual Digital Government Boot Camp/October ITRMC meeting – would allow discussion of where the direction of the State of Idaho's information technology should go.

Said Rich Elwood, today's challenge was for the Council to consider ways to exercise what it had built upon over the years, bringing its vision closer to how the citizen viewed the State versus how the State actually operated. There were a number of things that could be done to more closely align the Council's vision with its operation. Elwood then provided some background on ITRMC development and accomplishments. He envisioned today's primary goal as the start of a discussion that would set a new direction for information technology in the State. **Three items in particular needed to be considered:** overall governance structure; management and deployment of IT resources; and enforcement of the policies and standards created by the Council within State government.

Items identified would perhaps become agenda items for a facilitated discussion (the aforementioned IT strategy summit) to be held in the fall.

The following issues were identified for future discussion/consideration

- Filling out one form
- Ability to move quickly within our electronic environment
- Access to rural Idaho
- Agreements at the highest level of government (understanding of current strategic goals)–what does this mean to individual agencies?

- Moving ahead with securing data
- Leadership of statewide technology efforts
- Breaking down silos among agencies
- Creating a business environment that invites well-paying jobs
- Promoting cooperation among agency information technology professionals
- Staying consumer-friendly
- Making available high-speed broadband by building public/private partnerships
- Making GIS data available for business relocation purposes
- Establishing a level playing field for accessing electronic information from rural areas
- Leveraging government services for citizens
- Establishing a statewide, centralized data system
- Facilitating better mechanisms for data sharing
- Developing a formalized, streamlined process for legislators to obtain data from specific agencies
- Considering what should be centralized for agencies i.e. funding, enterprise infrastructure (and what would it mean to do so?)
- Considering what could be outsourced / Fostering communication on human resource side
- Enforcement of ITRMC statutes

Preliminary recommendations related to information technology management made by the Governor's 2020 "Blue Ribbon" Task Force Government Organization and Structure Committee were discussed briefly.

Council members made the following suggestions with regard to an IT strategy summit:

- Leading questions could be sent to attendees beforehand, with e-mail responses requested. Break-out sessions (no more than eight attendees per table) could be held to allow for review and refinement of the responses
- Provide up-front education regarding why the summit is being held and what is/is not important in the process
- Focus on the three items cited by Rich Elwood: overall governance structure; management and deployment of IT resources; and enforcement of the policies and standards created by the Council within State government
- Invite members of the Legislative Services Office
- Invite private industry decision makers

Said Elwood, an **ideal facilitator** would have both skills in facilitating effective group discussion and a background in information technology management.

NEW BUSINESS / ADJOURNMENT

As there was no other new business to come before the Council, Chairman Pam Ahrens thanked those in attendance and adjourned the meeting at 4:40 p.m. The next meeting of the ITRMC would be held on Wednesday, August 20, 2003, from 8:30 to 11:30 a.m. in the East Conference Room of the Joe R. Williams Building.

Respectfully submitted,

Emily Gales
ITRMC Assistant